

**LONG BEACH CIVIL SERVICE COMMISSION
F. PHIL INFELISE, PRESIDENT
MAY 18, 2011**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, May 18, 2011, at the Water Department Treatment Plant, 2950 Redondo Avenue, Long Beach, California.

MEMBERS PRESENT: F. Phil Infelise, Jeanne Karatsu, Carolyn Smith Watts
Charles Hicks Jr., Gerald Good

MEMBER EXCUSED:

OTHERS PRESENT: Melinda George, Deputy Director, Acting Secretary
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst

President F. Phil Infelise presided.

MINUTES: It was moved by Commissioner Good, seconded by Commissioner Smith Watts and carried that the minutes of the regular meeting of May 11, 2011, be approved as prepared. The motion carried by a unanimous roll call vote.

It was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried that the Dismissal Appeal 25-D-910 hearing minutes of May 11, 2011, be approved as prepared. The motion carried by a unanimous roll call vote.

CONSENT CALENDAR (2-5): It was moved by Commissioner Hicks, seconded by Commissioner Good and carried that the Consent Calendar items be approved. The motion carried by a unanimous roll call vote.

EXAMINATION RESULTS: Request to approve examination results.

Civil Engineering Assistant – 315 Applied, 279 Qualified
Electrician – 11 Applied, 11 Qualified
Senior Accountant – 71 Applied, 21 Qualified

The motion was made to approve request on Consent Calendar.

RETIREMENT:

Request to receive and file retirement.

Barbara Lindsay/Public Health Nurse II/Health

The motion was made to receive and file on Consent Calendar.

SCHEDULE FOR HEARINGS:

Request to approve hearing schedule.

Reduction Hearing 23-R-910, August 3, 2011

Suspension Hearing 33-S-910, September 27, 2011

The motion was made to approve hearing schedule on Consent Calendar.

RESCHEDULE FOR HEARINGS:

Request to approve reschedule for hearings.

Dismissal Hearing 03-D-1011, July 20, 2011

Suspension Hearing 29-S-910, July 22, 2011

The motion was made to approve the reschedule for hearings.

BULLETIN:

GENERAL MAINTENANCE SUPERVISOR

It was moved by Commissioner Good, seconded by Commissioner Smith Watts and carried that the subject Job Opportunity Bulletin be approved. The motion carried by a unanimous roll call vote.

REQUEST TO WITHDRAW APPEAL:

The Secretary presented a request to withdraw the appeal regarding Dismissal Hearing 01-D-1011. After discussion, it was moved by Commissioner Good, seconded by Commissioner Smith Watts and carried to receive and file the request to withdraw appeal. The motion carried by a unanimous roll call vote.

MANAGERS' REPORT:

The Secretary informed the Commission that Mr. Beas was conducting Civil Service Rules and Regulations training for the Supervisory Leadership Academy. She also informed the Commission that Mr. Beas attended the Civil Service and Personnel Committee meeting on Tuesday, May 17, 2011, and Doug Drummond was confirmed as the new Civil Service Commissioner.

NEW BUSINESS:

Commissioner Good requested a review of the Executive Director's objectives for mid-year, be placed on the next meeting when all Commissioners are present. Commissioner Smith Watts requested that an update on NeoGov coming out of the dual system be provided also. Commissioner Hicks also requested an update on the status in the Rules and Regulations revisions meeting with Human Resources and Civil Service.


Stacey Lewis, Assistant Director of Human Resources, Harbor Department, thanked the Commission for hosting the meeting at the Water Treatment Plant, and invited the Commission to conduct a meeting at the Harbor Department.

Commissioner Hicks thanked Ken Bott, Administrative Officer, for hosting the Commission meeting at the Water Treatment Plant.

Mr. Bott thanked the Commission for accepting the invitation and informed them that staff will give them a tour of the Water Treatment Plant once they have completed the tour of ECOC.

ADJOURNMENT:

There being no further business before the Commission, President Infelise adjourned the meeting.


MELINDA GEORGE
Acting Secretary

MG:meh

**LONG BEACH CIVIL SERVICE COMMISSION
F. PHIL INFELISE, PRESIDENT
MAY 25, 2011**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, May 25, 2011, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: F. Phil Infelise, Jeanne Karatsu, Carolyn Smith Watts
Charles Hicks Jr.

MEMBER EXCUSED: Gerald Good

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Debbie McCluster, Personnel Analyst
Caprice McDonald, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Debbie Mills, Director of Human Resources

President F. Phil Infelise presided.

MINUTES: It was moved by Commissioner Smith Watts, seconded by Commissioner Karatsu and carried that the minutes of the regular meeting of May 18, 2011, be approved as prepared. The motion carried by a unanimous roll call vote.

CONSENT CALENDAR (2-4): It was moved by Commissioner Hicks, seconded by Commissioner Smith Watts and carried that the Consent Calendar items be approved. The motion carried by a unanimous roll call vote.

EXAMINATION RESULTS: Request to approve examination results.

Airport Operations Assistant – 241 Applied, 30 Qualified
Animal Control Officer – 225 Applied, 47 Qualified
Engineering Technician – 105 Applied, 8 Qualified
Harbor Maintenance Mechanic – 212 Applied, 49 Qualified

The motion was made to approve request on Consent Calendar.

RETIREMENTS:

Request to receive and file retirements.

Robert Morris/Special Services Officer III/Airport
Liliane Roy-Condron/Public Health Nurse II/Health
Clifford Phillips/Department Librarian I/Library

The motion was made to receive and file on Consent Calendar.

SCHEDULE FOR HEARING:

Request to approve hearing schedule.

Dismissal Hearing 02-D-1011, August 10, 2011

The motion was made to approve hearing schedule on Consent Calendar.

BULLETIN:

DEPUTY CHIEF HARBOR ENGINEER

It was moved by Commissioner Smith Watts, seconded by Commissioner Hicks and carried that the subject Job Opportunity Bulletin be approved. The motion carried by a unanimous roll call vote.

EMERGENCY ITEM:

The Secretary requested the Commission to consider two requests from Chris Clement and Jeffrey Martinez, protesting their disqualification from the Marine Safety Officer examination, to be conducted on May 26, 2011, as an emergency item, pursuant to Government Code 54956.5.

The Secretary presented communications from Chris Clement and Jeffrey Martinez, protesting their disqualification from the Marine Safety Officer's examination. He stated that these candidate's application have been screened out because of failure to provide proofs by the deadline. Mr. Clement addressed the Commission, stating that at the time of filing his application for Marine Safety Officer he did not have his Emergency Medical Technician (EMT) certificate from the State, however stated on the application that he would have it by the time of testing. He stated that he completed the class May 10, 2011, and provided Civil Service Department with a copy of a Course Completion Record. However, he stated that he could not obtain the EMT Certificate until he received his Live Scan. He stated that he obtained his EMT Certificate on May 23, 2011. Sal Ambriz, Personnel

Analyst, addressed the Commission regarding Mr. Clement's application, stating that he failed to provide proof of an EMT Certificate prior to the deadline of May 11, 2011. Mr. Martinez addressed the Commission, stating that when he submitted his application packet, he thought he had put a copy of his EMT Certificate in the package and was not aware that he did not until he received notice of disqualification, at which time he contacted the Civil Service Department. He stated that he did put his EMT license number on his application. Mr. Ambriz addressed the Commission regarding Mr. Martinez's application, stating that he failed to provide proof of an EMT Certificate prior to the deadline of May 11, 2011. After discussion, it was moved by Commissioner Hicks, seconded by Commissioner Karatsu and carried to allow Mr. Martinez the opportunity to participate in the examination process for Marine Safety Officer. The motion carried by a unanimous roll call vote. After further discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried to allow Mr. Clement the opportunity to participate in the examination process for Marine Safety Officer. The motion carried by the following roll call vote:

AYE: Jeanne Karatsu
Carolyn Smith Watts
F. Phil Infelise

NAY: Charles Hicks Jr.

**CONSIDERATION OF HEARING
OFFICER'S REPORT:**

SUSPENSION HEARING (27-R-89)

The Secretary presented a report prepared by Hearing Officer Dolores Martin, Attorney at Law, to the Commission, regarding the subject hearing which was conducted on March 25, 2011. In addition, the Secretary presented a communication from James E. Trott, Attorney at Law. Christina Checel, Deputy City Attorney and Commission Advisor, addressed the Commission regarding the hearing officer's report and recommendations, informing the Commission that neither the hearing officer nor the Commission have jurisdiction to impose discipline. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried that the hearing officer's report be disregarded and the 10-day suspension be sustained. The

motion carried by a unanimous roll call vote. Ms. Checel informed the Commission that the matter would be discussed with the hearing officer.

MANAGERS' REPORT:

The Secretary informed the Commission that he received notification from the Mayor's office that the new Commissioner will begin his term on July 1, 2011, and Commissioner Infelise would remain on the Commission until the end of June. He also informed the Commission that the Commission will be meeting at the Harbor Department on June 15, 2011, and thanked Stacey Lewis for the invitation and planned activities.

The Commission thanked the Water Department and Police Department for the tours of their facilities on May 18, 2011.

ADJOURNMENT:

There being no further business before the Commission, President Infelise adjourned the meeting.



MARIO R. BEAS
Secretary

MRB:meh